

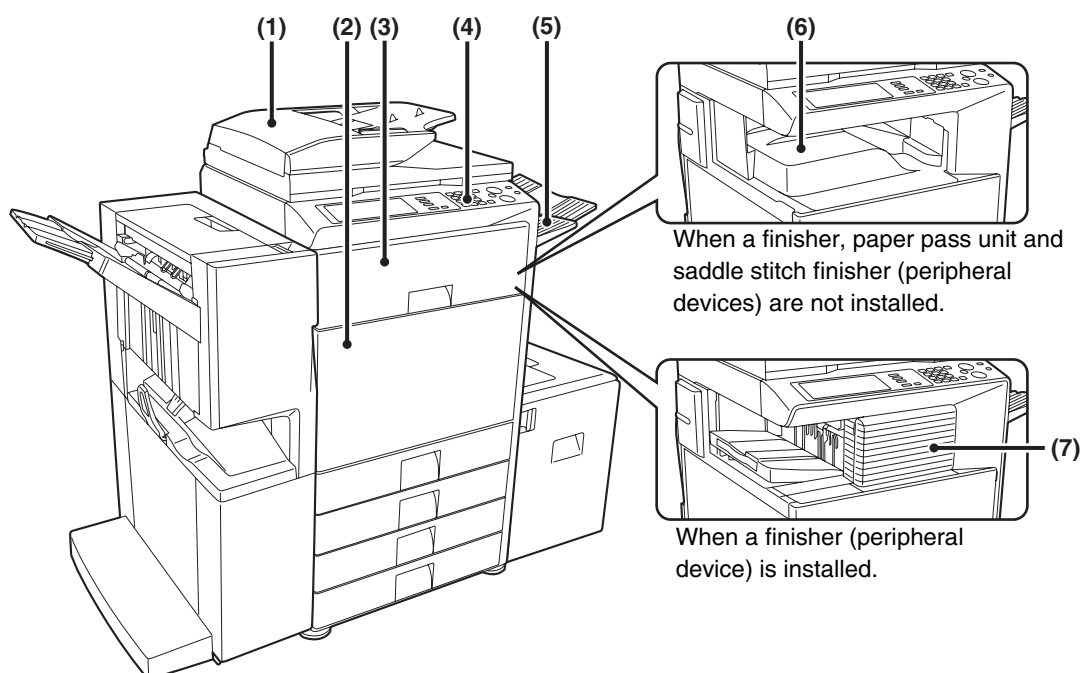
1

BEFORE USING THE MACHINE

This chapter provides basic information about the machine. Please read this chapter before using the machine.

PART NAMES AND FUNCTIONS

EXTERIOR



**(1) Reversing single pass feeder
(automatic document feeder)**

This automatically feeds and scans multiple originals. Both sides of two-sided originals can be automatically scanned.
➡ [PLACING THE ORIGINAL](#) (page 33)

(2) Front cover

Open this cover to switch the main power switch to "On" or "Off" or to replace a toner cartridge.
➡ [TURNING THE POWER ON AND OFF](#) (page 13)
➡ [REPLACING THE TONER CARTRIDGES](#) (page 58)

(3) Paper pass unit*

This transfers output to the saddle stitch finisher.

(4) Operation panel

This is used to select functions and enter the number of copies.
➡ [OPERATION PANEL](#) (page 9)

(5) Exit tray unit (right tray)*

When installed, output can be delivered to this tray.

(6) Output tray (centre tray)

Copy jobs and print jobs are delivered to this tray.

(7) Finisher*

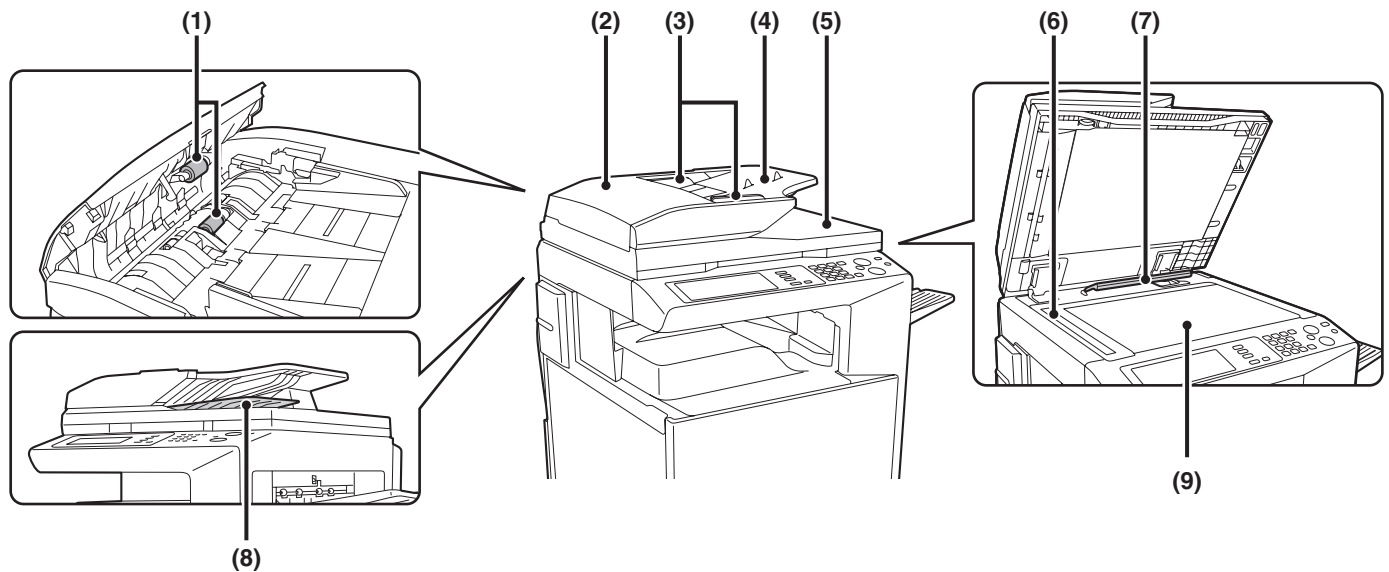
This can be used to staple output. A punch module can also be installed to punch holes in output.
➡ [FINISHER](#) (page 40)



*** Peripheral Devices**

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.

AUTOMATIC DOCUMENT FEEDER



(1) Paper feed roller

This roller rotates to automatically feed the original.

(2) Document feeding area cover

Open this cover to remove an original misfeed or clean the paper feed roller.

(3) Original guides

These help ensure that the original is scanned correctly. Adjust the guides to the width of the original.

➡ [PLACING THE ORIGINAL](#) (page 33)

(4) Document feeder tray

Place originals in this tray. 1-sided originals must be placed face up.

➡ [PLACING THE ORIGINAL](#) (page 33)

(5) Original exit tray

Originals are delivered to this tray after scanning.

(6) Scanning area

Originals placed in the document feeder tray are scanned here.

➡ [REGULAR MAINTENANCE](#) (page 52)

(7) Original size detector

This detects the size of an original placed on the document glass.

➡ [PLACING THE ORIGINAL ON THE DOCUMENT GLASS](#) (page 36)

(8) Reversing tray

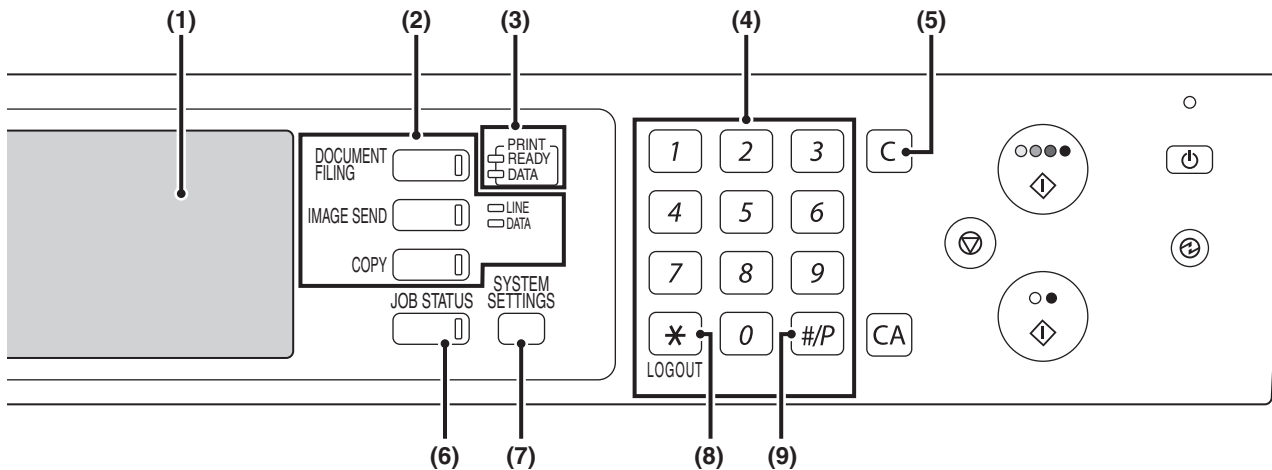
During scanning of a 2-sided original, the original is temporarily output to this tray in order to be turned over for scanning of the reverse side.

(9) Document glass

Use this to scan a book or other thick original that cannot be fed through the automatic document feeder.

➡ [PLACING THE ORIGINAL ON THE DOCUMENT GLASS](#) (page 36)

OPERATION PANEL



(1) Touch panel

Messages and keys appear in the touch panel display. Touch the displayed keys to perform a variety of operations. When a key is touched, a beep sounds and the selected item is highlighted. This provides confirmation as you perform an operation.

📖 [TOUCH PANEL](#) (page 11)

(2) Mode select keys and indicators

Use these keys to change the mode displayed in the touch panel. The indicator of a key lights when the key is selected.

[DOCUMENT FILING] key

Press this key to switch to document filing mode when you wish to store a document as an image file on the hard drive or print or transmit an image stored on the hard drive.

📖 Document Filing Guide

[IMAGE SEND] key

Press this key to select network scanner / fax mode to use the scanner function or fax function.

📖 Facsimile Guide

📖 Scanner Guide

• LINE indicator

This lights up during transmission or reception in fax or Internet fax, and during transmission in scan.

• DATA indicator

This lights up during reception in fax or Internet fax. This blinks when a received fax cannot be printed because of a problem such as out of paper. This lights up when an image is being sent in scan mode.

[COPY] key

Press this key to select copy mode. Hold the [COPY] key down to view the machine's total page use count and amount of toner remaining.

📖 Copier Guide

(3) PRINT mode indicators (READY indicator / DATA indicator)

• READY indicator

Print data can be received when this indicator is lit.

• DATA indicator

This blinks while print data is being received and lights steadily while printing is taking place.

(4) Numeric keys

These are used to enter the number of copies and fax numbers.

(5) [CLEAR] key (C)

Press this key to return the number of copies to "0".

(6) [JOB STATUS] key

Press this key to display the job status screen. The job status screen is used to check information on jobs and cancel jobs.

The indicator in the key lights up when the job status screen is displayed.

📖 [PRINT/SEND STATUS \(JOB STATUS\)](#) (page 12)

(7) [SYSTEM SETTINGS] key

Press this key to display the system settings menu screen. The system settings can be adjusted to make the machine easier to use, such as configuring paper tray settings and storing addresses.

📖 System Settings Guide

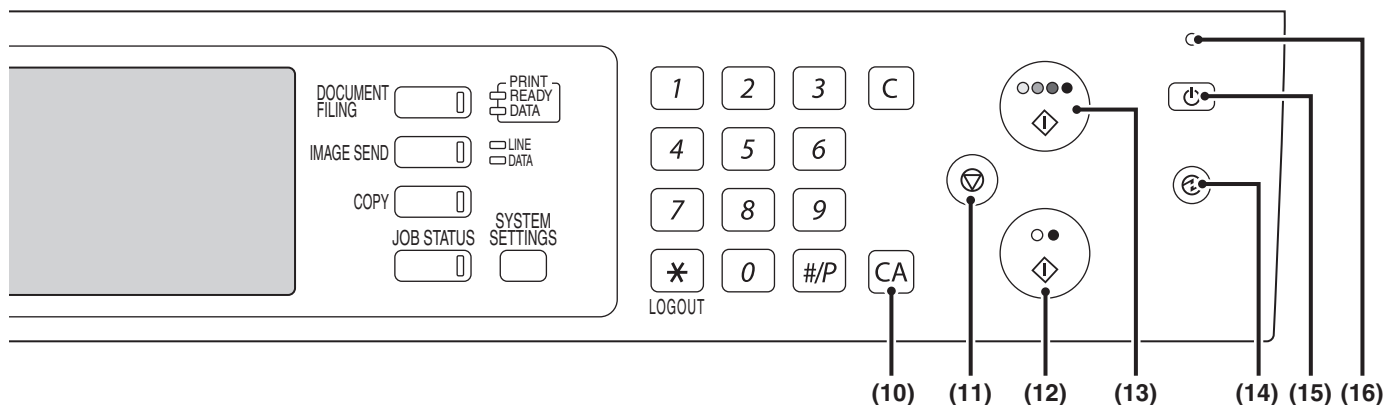
(8) [LOGOUT] key (*)

Press this key to log out after you have logged in and used the machine. When using the fax function, this key can also be pressed to send tone signals on a pulse dial line.

📖 [USER AUTHENTICATION](#) (page 15)

(9) [PROGRAM] key (#/P)

Press this key to use a job program when using the copy function or the fax function.



(10) [CLEAR ALL] key (CA)

Press this key to return to the initial operation state.
Use this key when you wish to cancel all settings that have been selected and start operation from the initial state.

(11) [STOP] key (⏏)

Press this key to stop a copy job or scanning of an original.

(12) [BLACK & WHITE START] key (○●)

Press this key to copy or scan an original in black and white. This key is also used to send a fax in fax mode.

(13) [COLOUR START] key (○●●●)

Press this key to copy or scan an original in colour.
This key cannot be used for fax or Internet fax.

(14) [POWER SAVE] key (⏻) / indicator

Use this key to put the machine into auto power shut-off mode to save energy.

The [POWER SAVE] key blinks when the machine is in auto power shut-off mode.

🔗 [\[POWER SAVE\] KEY](#) (page 14)

(15) [POWER] key (⏻)

Use this key to turn the machine power on and off.

🔗 [TURNING THE POWER ON AND OFF](#) (page 13)

(16) Main power indicator

This lights up when the machine's main power switch is in the "On" position.

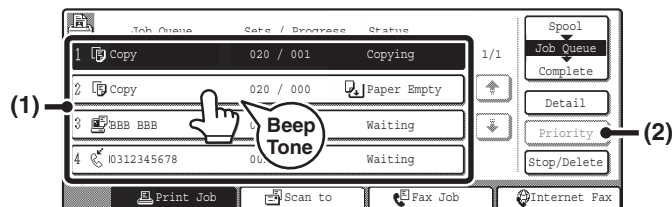
🔗 [TURNING THE POWER ON AND OFF](#) (page 13)

TOUCH PANEL

The touch panel (screen) shown in this manual is a descriptive image. The actual screen is slightly different.

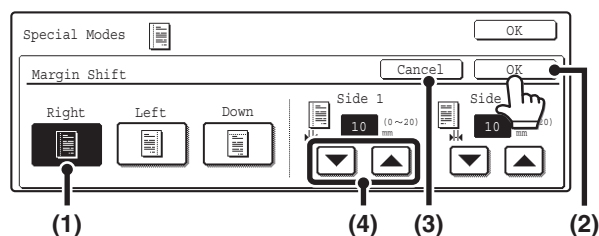
Using the touch panel

Example 1



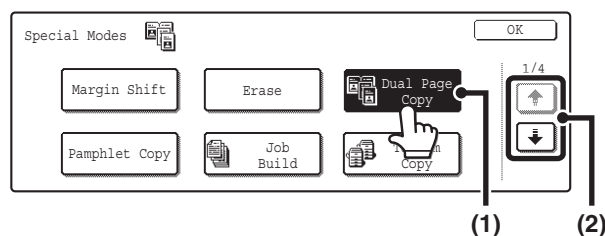
- (1) Settings for each function are easily selected and cancelled by touching the keys on the screen with your finger. When an item is selected, a beep will sound and the item will be highlighted to confirm the selection.
- (2) Keys which are greyed out cannot be selected.

Example 2



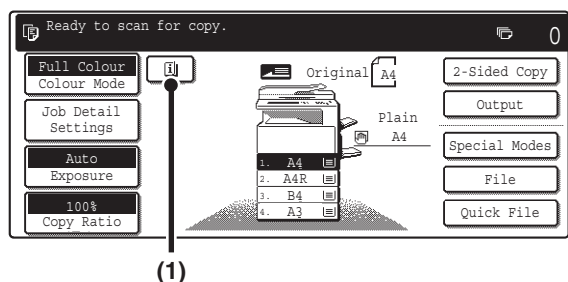
- (1) If a key is initially highlighted in a screen, the key is selected. To change the selection, touch one of the other keys to highlight that key.
- (2) Touch the [OK] key to enter the selection.
- (3) Touch this key to cancel the setting.
- (4) The keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key.

Example 3

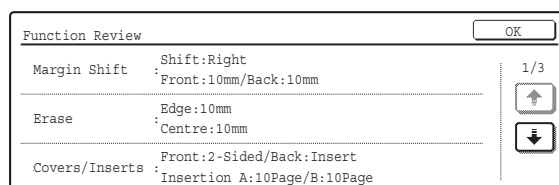


- (1) Some items in the special modes screen are selected by simply touching the key of the item. To cancel a selected item, touch the highlighted key once again so that it is no longer highlighted.
- (2) When settings extend over multiple screens, touch the key or the key to switch through the screens.

Example 4



- (1) When at least one special mode is selected, the key appears in the base screen.



- (2) The key can be touched to display a list of the selected special modes.



If a key that cannot be selected is touched, a double beep will sound.



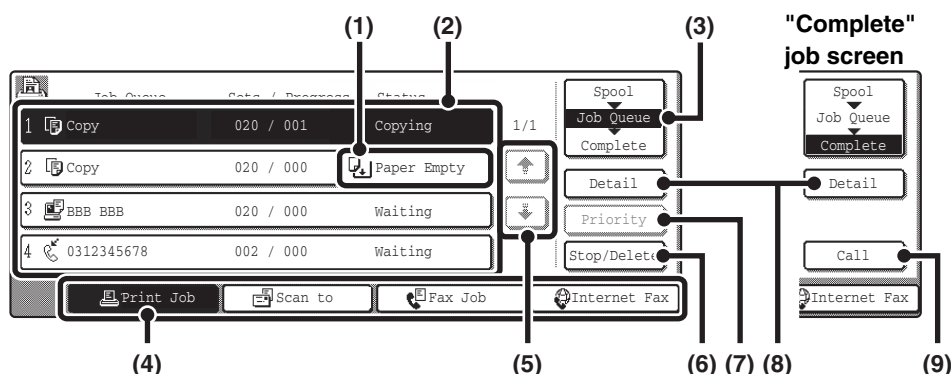
System Settings (Administrator): Keys Touch Sound

This is used to adjust the volume of the beep that sounds when keys are touched. The key touch sound can also be turned off.

PRINT/SEND STATUS (JOB STATUS)

This screen appears when the [JOB STATUS] key on the operation panel is pressed.

The screen shows lists of the jobs that are reserved and in progress, and jobs that have been completed. This screen is used to check jobs, move a job to the top of the job queue, or delete a job.



(1) "Paper Empty" display

Add paper.

When the status is "Paper Empty", the specified size of paper for the job is not loaded in any of the trays. In this case, the job will be held until the required size of paper is loaded. Other jobs that are waiting will be printed (if possible) ahead of the held job. (However, other jobs will not be printed if the paper ran out while printing was in progress.)

If you need to change the paper size because the specified paper size is not available, touch the key of the job in the list to select it, touch the [Detail] key described in (8), and select a different paper size.

(2) Job list

- Lists are displayed of jobs that are reserved and in progress (the job queue), and completed. When the [Print Job] key is touched in the mode switch keys, the job status screen selector key changes to show the "Spool" list. Each job key in the lists shows a brief description of the job and its status.
- The "Spool" screen shows spooled print jobs and encrypted PDF direct print jobs. To move an encrypted PDF job from the spool list to the "Job Queue", touch the key of the job and enter the job password.

(3) Job status screen selector key

This switches the job list display to spooled jobs, the job queue, or completed jobs.

[Spool]: This shows encrypted PDF jobs printed by direct printing. The [Spool] key can be displayed when print jobs are displayed.

[Job Queue]: This shows reserved jobs and the job in progress.

[Complete]: This shows completed jobs.

(4) Mode switch keys

Use these keys to switch to print mode, scan mode, fax mode, or Internet fax mode.

- The [Print Job] key shows the list of copy, print, received fax, received Internet fax, and self print jobs.

- The [Scan to] key shows the list of transmission jobs that use the scanner function.
 - The [Fax Job] key shows the list of transmission jobs that use the fax and PC-Fax functions.
 - The [Internet Fax] key shows the list of transmission jobs that use the Internet fax and PC-I-fax functions.
- For more information on the job status screen in each mode, see the manual for each mode.

(5) [Down] [Up] keys

These change the page of the displayed job list.

(6) [Stop/Delete] key

Use this key to cancel the job currently in progress or a selected reserved job. Note that printing of received faxes and received Internet faxes cannot be cancelled.

(7) [Priority] key

A reserved job in the "Job Queue" screen can be printed ahead of all other reserved jobs by selecting the job and then touching this key.

In the print job queue, you can select a print or copy job to which you wish to give priority and touch this key. The job in progress stops and printing of the selected job begins. When the selected job is completed, the interrupted job resumes.

(8) [Detail] key


This shows detailed information on a selected job.

When a job has been stored using Quick File or File in document filing mode, or when a broadcast transmission has been performed in image send mode, the job appears as a key in the [Complete] screen. You can touch this key to show details on the completed job, and you can also touch the [Call] key that appears to reprint or resend the job.

(9) [Call] key

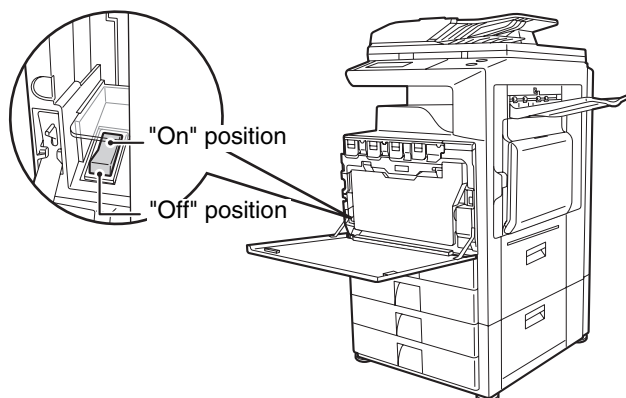
A job that appears in the completed jobs screen as a key can be touched followed by the [Call] key to reprint or resend the job. This is the same [Call] key that appears when the [Detail] key is touched.

TURNING THE POWER ON AND OFF

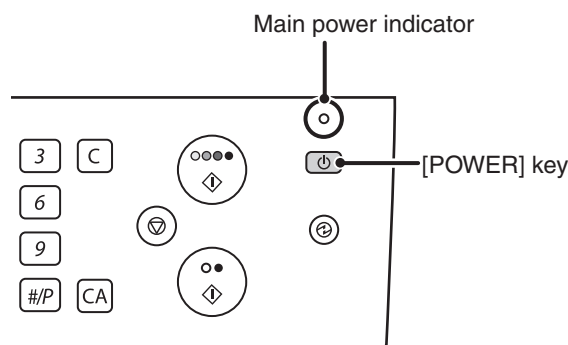
The machine has two power switches. The main power switch is at the lower left after the front cover is opened. The other power switch is the [POWER] key () on the operation panel at the top right.

Main power switch


When the main power switch is switched on, the main power indicator on the operation panel lights up.




[POWER] key



Turning on the power

- (1) Switch the main power switch to the "On" position.
- (2) Press the [POWER] key () to turn on the power.

Turning off the power

- (1) Press the [POWER] key () to turn off the power.
- (2) Switch the main power switch to the "Off" position.

When using the fax or Internet fax functions

Always keep the main power switch in the "On" position.

Keep the main power switch in the "On" position and press the [POWER] key () to turn off the power.

The power should be turned off in this way at night or at other times when the machine is not being used.




The touch panel cannot be used, but the following functions will operate:

Fax functions:

Faxes can be received automatically, and timer transmission jobs and other previously reserved fax jobs can be transmitted. In addition, functions that send faxes at the request of other machines (remote transmission, relay transmission when a relay request is received) can also be used.

Internet fax functions:

Internet faxes can be received automatically, and timer transmission jobs and other previously reserved fax jobs can be transmitted.

- 
- Before switching off the main power switch, make sure that the DATA indicator for printing and the DATA and LINE indicators for image transmission and fax transmission and reception are not lit or blinking. Switching off the main power switch or removing the power cord from the outlet while any of the indicators are lit or blinking may damage the hard drive and cause data to be lost.
 - Switch off both the main power switch and the [POWER] key () and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.
 - If the main power is switched off more than approximately one minute after the power has been turned off by pressing the [POWER] key () on the operation panel, the main power indicator on the operation panel will not turn off immediately. (The indicator will remain on for approximately another minute. This is normal and does not indicate a failure.)

ENERGY SAVE FUNCTIONS

This product has the following two energy save functions that conform to the Energy Star guidelines to help conserve natural resources and reduce environmental pollution.

Preheat Mode

Preheat mode automatically lowers the temperature of the fuser unit and thereby reduces power consumption if the machine remains in the standby state for the interval of time set in "Preheat Mode" in the system settings (administrator).
The machine automatically wakes up and returns to normal operation when a print job is received, a key is pressed on the operation panel, or an original is placed.

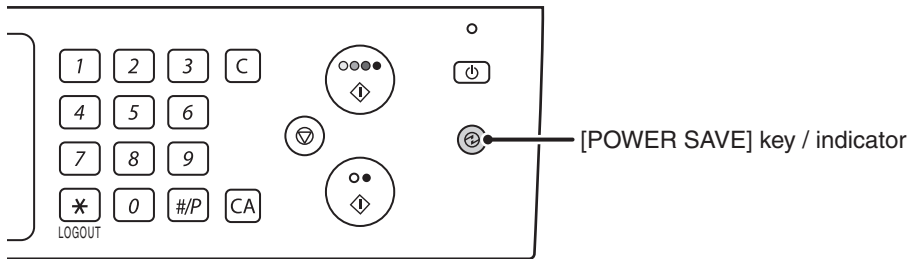
Auto power shut-off mode (Sleep mode)

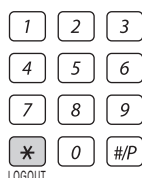
Auto power shut-off mode automatically shuts off power to the display and the fusing unit if the machine remains in the standby state for the interval of time set in "Auto Power Shut-Off" in the system settings (administrator). This mode provides the lowest level of power consumption. Considerably more power is saved than in preheat mode, however, the wakeup time is longer. This mode can be disabled in the system settings (administrator).
The machine automatically wakes up and resumes normal operation when a print job is received or when the blinking [POWER SAVE] key is pressed.

[POWER SAVE] KEY

Press the [POWER SAVE] key to put the machine in auto power shut-off mode or wake it up from auto power shut-off mode. The [POWER SAVE] key has an indicator that indicates whether or not the machine is in auto power shut-off mode.

When the [POWER SAVE] key indicator is off.	The machine is ready to be used. If the [POWER SAVE] key is pressed when the indicator is off, the indicator will blink and the machine will enter auto power shut-off mode after a brief interval.
When the [POWER SAVE] key indicator light is blinking	The machine is in auto power shut-off mode. If the [POWER SAVE] key is pressed when the indicator is blinking, the indicator will turn off and the machine will return to the ready state after a brief interval.





When you have finished using the machine and are ready to log out, press the [LOGOUT] key (*).



- Note that the [LOGOUT] key (*) cannot be used to log out when a fax number is being entered in fax mode, as [LOGOUT] key (*) input is treated as part of a fax number.
- If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout automatically takes place. However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key (*) is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out.

If an incorrect user number is entered 3 times in a row...

If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect user number is entered 3 times in a row.

Verify the user number that you should use with the administrator of the machine.



The administrator can clear the locked state. This is done from [User Control] and then [Default Settings] in the Web page menu.

2 LOADING PAPER

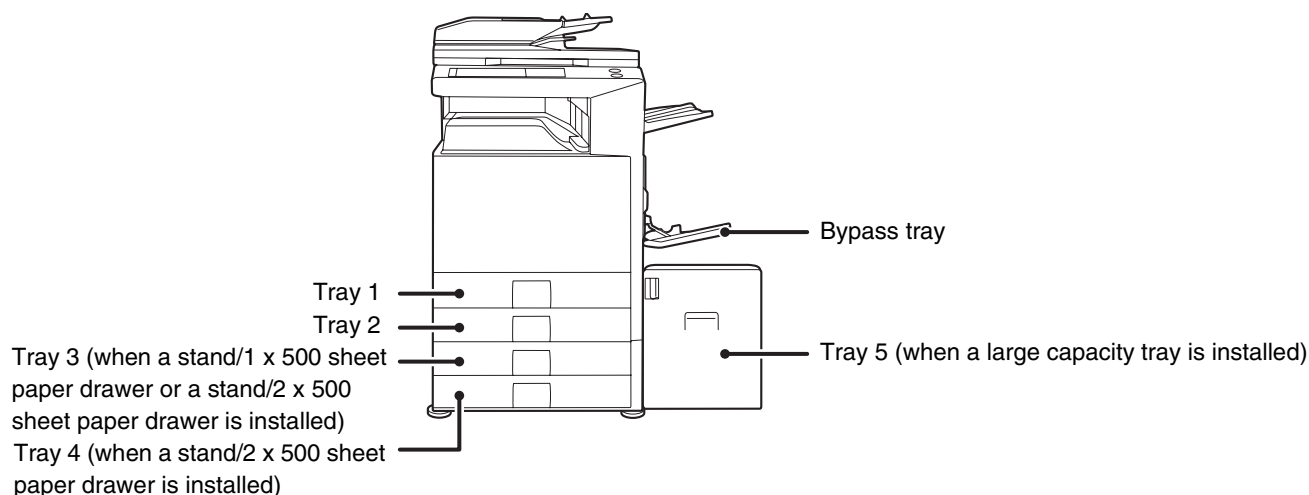
This chapter explains how to load paper in the machine's trays.

IMPORTANT POINTS ABOUT PAPER

This section provides information that you should know before loading paper in the paper trays.
Be sure to read this section before loading paper.

NAMES AND LOCATIONS OF TRAYS

The trays are identified by the names indicated below. For the sizes and types of paper that can be loaded in each tray, see the Safety Guide.



Tray numbers

The tray numbers vary depending on the peripheral devices that are installed.

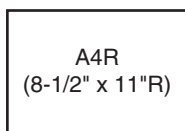
Peripheral devices installed	The machine		Stand/1 x 500 sheet paper drawer	Stand/2 x 500 sheet paper drawer		Large capacity tray
	First tray	Second tray		First tray	Second tray	
Stand/1 x 500 sheet paper drawer + Large capacity tray	Tray 1	Tray 2	Tray 3	—	—	Tray 4
Stand/2 x 500 sheet paper drawer + Large capacity tray			—	Tray 3	Tray 4	Tray 5
None installed			—	—	—	—

The explanations in this manual assume that a stand/2 x 500 sheet paper drawer and large capacity tray are installed.
If your machine has a stand/1 x 500 sheet paper drawer and a large capacity tray installed, substitute "Tray 4" wherever "Tray 5" appears in this manual.

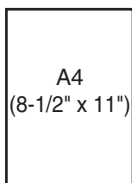
THE MEANING OF "R" IN PAPER SIZES

Some original and paper sizes can be placed in either the vertical or the horizontal orientation. To differentiate between vertical and horizontal orientations, paper sizes in the horizontal orientation will be followed by an "R" (for example, A4R, B5R, 8-1/2" x 11"R, 5-1/2" x 8-1/2"R).

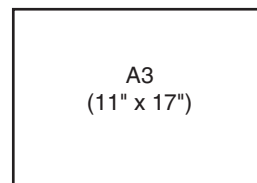
Sizes that can be placed only in the horizontal orientation (A3, B4, 11" x 17", 8-1/2" x 14", 8-1/2" x 13") do not include "R" in their size indication.



Horizontal orientation
"R" is appended.



Vertical orientation
"R" is not appended.



Can be placed only in the horizontal orientation
"R" is not appended.

USEABLE PAPER

Various types of paper are sold. This section separately explains the plain paper and the special media that can be used with the machine. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

	Useable paper	Remarks
Tray 1 to tray 5	Plain paper	See "More information on plain paper and special paper" below.
Bypass tray	Plain paper Special paper	

More information on plain paper and special paper

Plain paper that can be used in tray 1 to tray 5

- SHARP standard paper (see the Safety Guide for the specifications of (64 g/m² (17 lbs.)) SHARP standard paper).
 - Plain paper other than SHARP standard paper (60 g/m² to 105 g/m² (16 lbs. to 28 lbs.))
 - Recycled paper, coloured paper and pre-punched paper must meet the same specifications as plain paper.
- Contact your dealer or nearest authorised service representative for advice on using these types of paper.

Special media that can be used in the bypass tray

- Transparency film
- Heavy paper, postcards, label sheets, envelopes, glossy paper, tab paper, and other special media

Paper that cannot be used

- Special media for inkjet printers (fine paper, glossy paper, glossy film, postcards, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 55 g/m² (15 lbs.)
- Heavy paper 210 g/m² (57 lbs.) or over
- Return postcard with a fold
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper with a wave-like pattern due to moisture absorption

Paper that is not recommended

- Iron-on transfer paper
- Japanese paper
- Return postcard without a fold
- The reverse side of paper already printed on by another printer or copier.
- Perforated paper



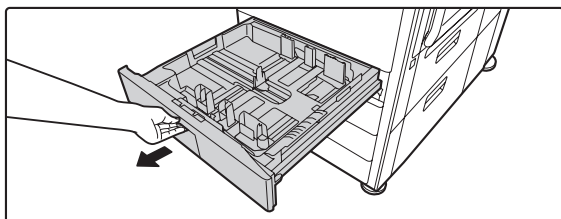
- Various types of plain paper and special media are sold. Some types cannot be used with the machine. Contact your dealer or nearest authorised service representative for advice on suitable paper.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of SHARP standard paper. Contact your dealer or nearest authorised service representative for advice on suitable paper.
- The use of non-recommended or prohibited paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check if printing can be performed properly.

TRAY SETTINGS FOR TRAYS 1 TO 4

LOADING PAPER

A maximum of 500 sheets of paper from size A5R to size A3 (5-1/2" x 8-1/2"R to 11" x 17") can be loaded in trays 1 and 2. A maximum of 500 sheets of paper from size B5R to size A3 (7-1/4" x 10-1/2"R to 11" x 17") can be loaded in trays 3 and 4. For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

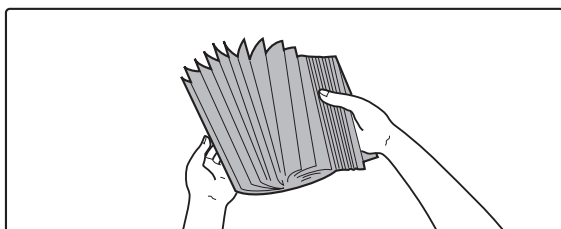
1



Pull out the paper tray.

Gently pull the tray out until it stops.

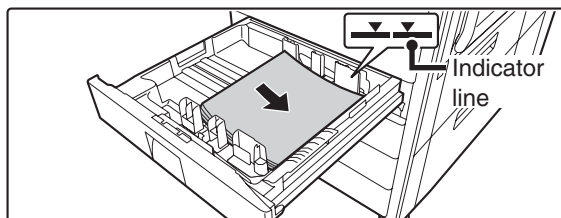
2



Fan the paper.

Before loading the paper, fan it well. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

3



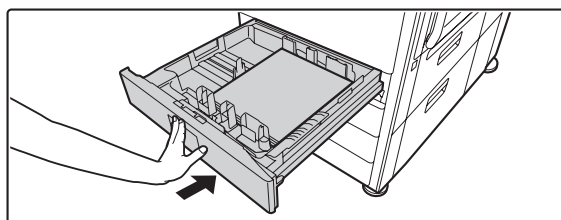
Insert the paper into the tray.

Insert the paper with the print side face up. However, letterhead and pre-printed paper should be inserted with the print side face down. The paper stack must not be higher than the indicator line (no more than 500 sheets).



If "Disabling of Duplex" is enabled in the system settings (administrator), insert letterhead and pre-printed paper with the print side face up.

4



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.



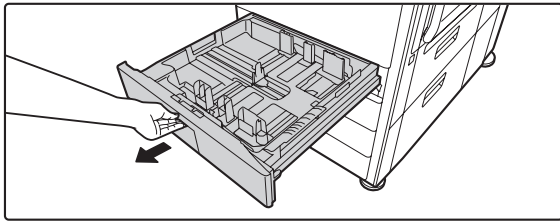
When loading paper, if you change the paper size from an inch size to an AB size, or from an AB size to an inch size, or if you change the paper type, be sure to change the paper type setting as explained in "Paper Tray Settings" in the System Settings Guide.



Do not place heavy objects on the tray or press down on the tray.

CHANGING THE PAPER SIZE

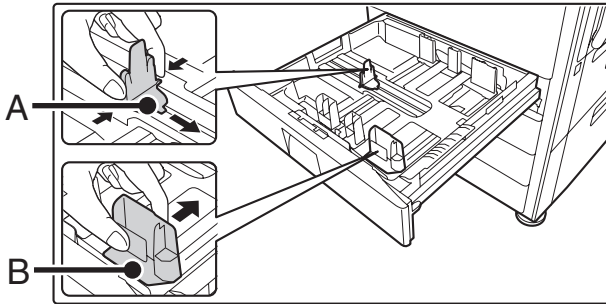
1



Pull out the paper tray.

Gently pull the tray out until it stops.
If paper remains in the tray, remove it.

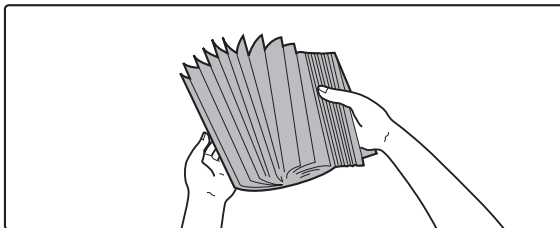
2



Adjust the guide plates A and B by squeezing their lock levers and sliding them to match the vertical and horizontal dimensions of the paper to be loaded.

The guide plates A and B are slidable. Slide each guide plate while squeezing its lock lever.

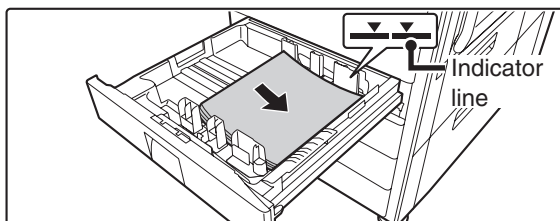
3



Fan the paper.

Before loading the paper, fan it well. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

4



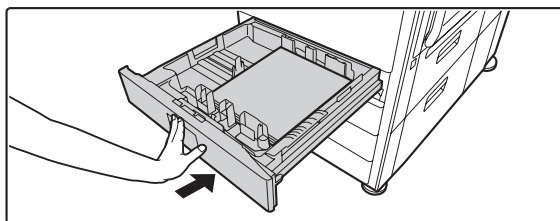
Insert the paper into the tray.

Insert the paper with the print side face up.
However, letterhead and pre-printed paper should be inserted with the print side face down.
The paper stack must not be higher than the indicator line (no more than 500 sheets).



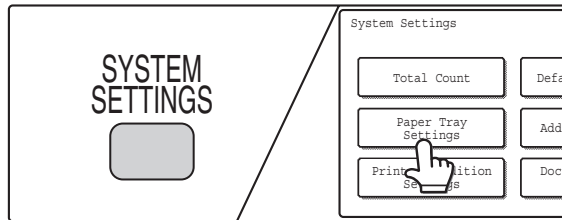
If "Disabling of Duplex" is enabled in the system settings (administrator), insert letterhead and pre-printed paper with the print side face up.

5



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.



Set the paper size and paper type.

Be sure to change the paper size and paper type settings as explained in "Paper Tray Settings" in the System Settings Guide.

When the size of paper used in a tray is changed, the correct paper size setting must be selected. If the paper size setting is incorrect, the wrong size of paper will be selected when automatic paper selection operates, preventing printing or causing a misfeed or other problem.



Do not place heavy objects on the tray or press down on the tray.



If you changed the paper loaded in tray 1 to tray 4...

See the System Settings Guide to change the paper size setting and paper type setting.



System Settings: Paper Tray Settings

Change these settings when you change the size or type of paper loaded in a tray.

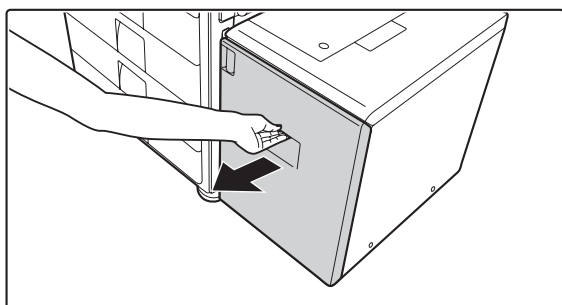
LOADING PAPER IN TRAY 5 (Large capacity tray)

The large capacity tray can hold up to 3500 sheets of A4, B5 or 8-1/2" x 11" size paper (80 g/m² (20 lbs.)).

The paper size of tray 5 can only be changed by a SHARP service technician.

For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

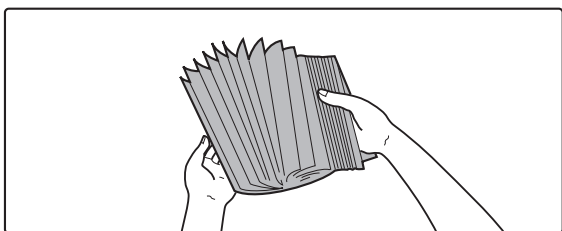
1



Pull out tray 5.

Gently pull the tray out until it stops.

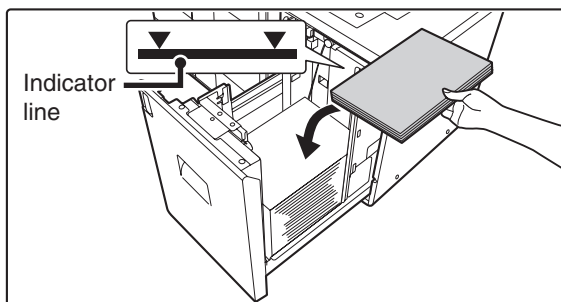
2



Fan the paper.

Before loading the paper, fan it well. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

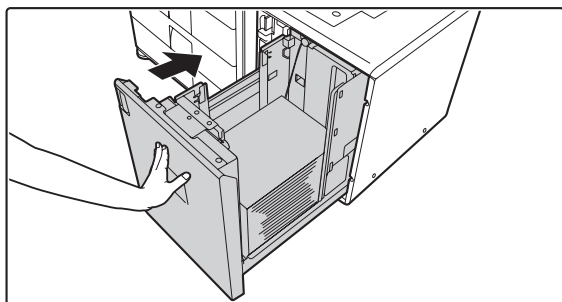
3



Place the paper in the centre of the paper table.

The paper stack must not be higher than the indicator line (no more than 3500 sheets).

4



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.



Do not place heavy objects on the tray or press down on the tray.



When you change the type of paper loaded in tray 5, change the paper type setting in "Paper Tray Settings" in the system settings. See the System Settings Guide to change the paper type setting.



System Settings: Paper Tray Settings

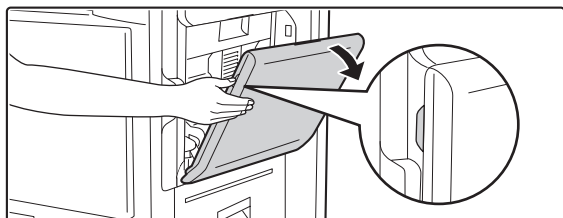
Change these settings when you change the type of paper loaded in the tray.

LOADING PAPER IN THE BYPASS TRAY

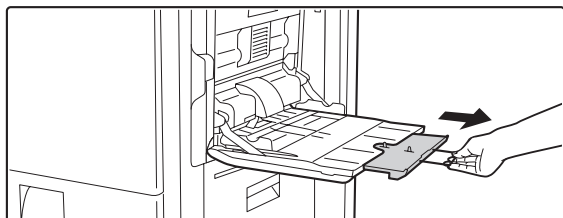
The bypass tray can be used to print and copy on plain paper, postcards, envelopes, label sheets, tab paper, and other special types of paper. Up to 100 sheets of paper can be loaded (up to 40 sheets of heavy paper or up to 20 postcards) for continuous printing similar to the other trays.

For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "Paper Tray Settings" in the System Settings Guide.

1

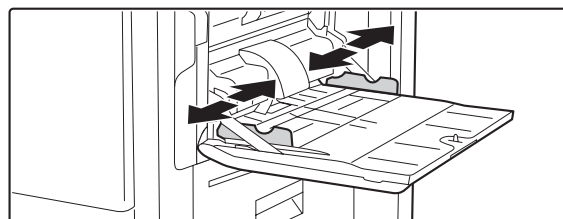


Open the bypass tray.



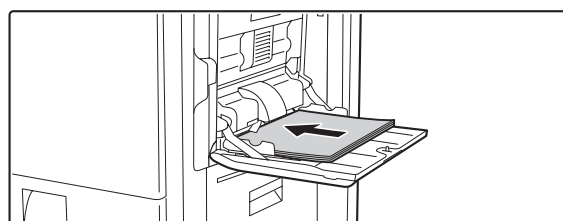
When loading paper larger than A4R or 8-1/2" x 11"R, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.

2



Set the bypass tray guides to the width of the paper.

3



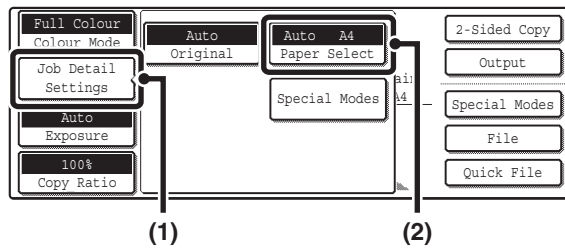
Insert the paper along the bypass tray guides all the way into the bypass tray until it stops.

Insert the paper with the print side face down.



- Do not force the paper in.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.

4

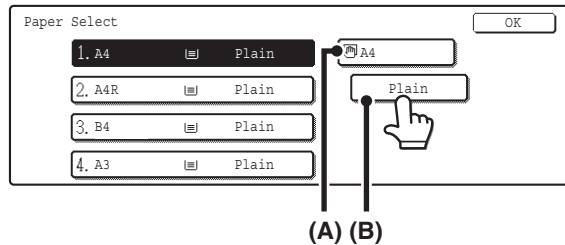


Open the paper settings screen.

(1) Touch the [Job Detail Settings] key.

(2) Touch the [Paper Select] key.

5

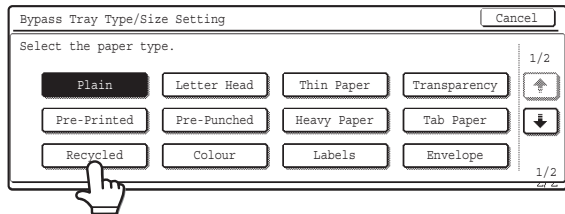


Touch the paper type key of the bypass tray.

(A) Shows the size of paper loaded in the bypass tray.

(B) The currently selected paper type will be displayed.

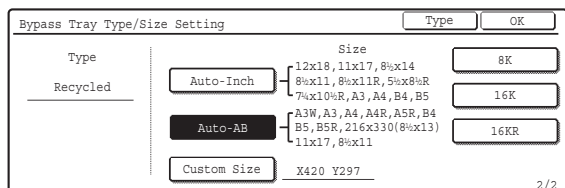
6



Select the type of paper used in the bypass tray.

Select the paper type to be used.

7



Set the paper size.

Touch the [Auto-Inch] key, the [Auto-AB] key, or the [Custom Size] key. To use a paper size used in China, touch [8K], [16K], or [16KR]. After selecting the setting, touch the [OK] key.

[Auto-Inch] key

When the paper inserted in the bypass tray is an inch size (8-1/2" x 11", etc.), the paper size will be detected automatically and the appropriate paper size set.

[Auto-AB] key

When the paper inserted in the bypass tray is an AB size (A4 size, etc.), the paper size will be detected automatically and the appropriate paper size set.

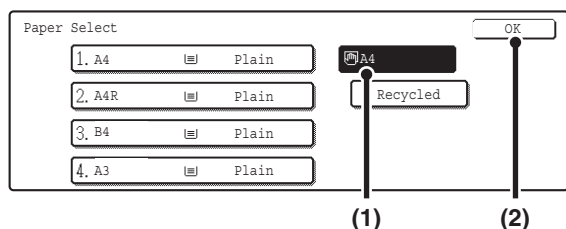
[Custom Size] key

Touch this key when you know the size of the inserted paper but it is not one of the inch or AB sizes.

When the key is touched, the paper size entry screen appears. Touch the [X] key and enter the horizontal dimension of the paper with the [▼] [▲] keys, and then touch the [Y] key and enter the vertical dimension. When finished, touch the [OK] key.



- When [Envelope] is selected, touch the envelopes size key. When finished, touch the [OK] key.
- When [Tab Paper] is selected, check the tab paper size, or touch the [Auto-Inch] key or the [Auto-AB] key. When finished, touch the [OK] key.



Select the bypass tray.

- (1) Touch the paper size key of the bypass tray.
- (2) Touch the [OK] key.

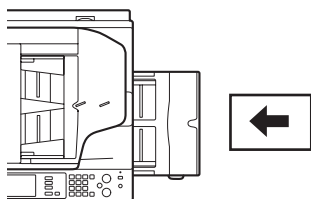


Do not place heavy objects on the bypass tray or press down on the tray.

IMPORTANT POINTS WHEN USING THE BYPASS TRAY

- When using plain paper other than SHARP standard paper or special types of paper other than SHARP-recommended transparency film, or are printing on the reverse side of previously used paper, the paper must be loaded one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.
- When using glossy paper, set the paper type to [Heavy Paper]. This will bring out the glossy quality of the paper.

Inserting paper



A5, 7-1/4" x 10-1/2" or less size paper must be inserted in the horizontal orientation as shown at left.

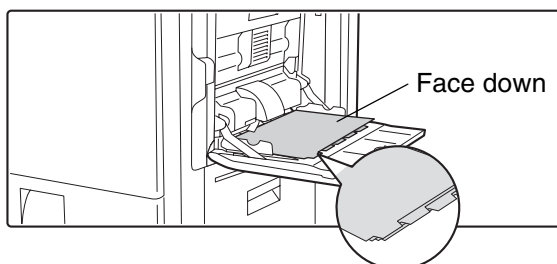
Inserting tab paper

When copying on tab paper, orient the paper so that the side with the tabs enters the machine last. The bottom side of the inserted paper will be printed on.

Place the tab paper and original as shown below.

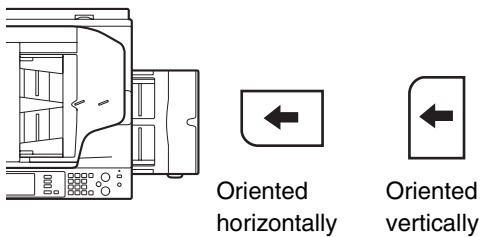
Original		Tab paper	Copy
Automatic document feeder	Document glass		

When copying onto tab paper, insert the tab paper with the side to be copied on face down in the bypass tray.



Use only tab paper that is made of paper. Tab sheets made of film or other material cannot be used.

Inserting transparency film



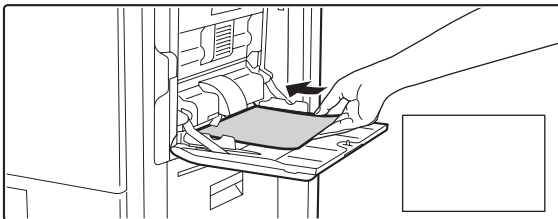
- Use SHARP-recommended transparency film. When inserting transparency film in the bypass tray, the rounded corner should be at the front left when the film is oriented horizontally, or at the far left when the film is oriented vertically.
- When loading multiple sheets of transparency film in the bypass tray, be sure to fan the sheets several times before loading.
- When printing or copying on transparency film, be sure to remove each sheet as it exits the machine. Allowing sheets to stack in the output tray may result in curling.

Inserting postcards and envelopes

When inserting envelopes or postcards in the bypass tray, set them in the orientation shown below.

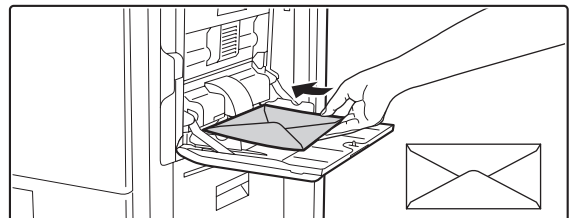
Example of inserting a postcard

Insert the postcard with the side to be printed on or copied on face down.



Example of loading a envelope

Only the address side of an envelope can be printed on or copied on. Be sure to place the address side face down.

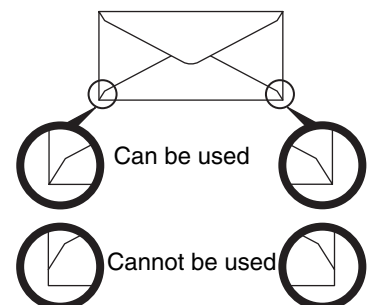


Important points when inserting postcards and envelopes

Do not print or copy on both sides of the postcard or envelope. This may result in misfeeds or poor print quality.

Important points when using envelopes

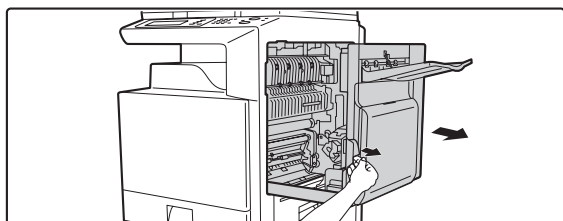
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Do not use the following envelopes:
 - Envelopes with metal clasps, plastic hooks, or ribbon hooks; envelopes closed with string, envelopes with windows or backing, envelopes with an uneven front surface due to embossing, double-layer envelopes, envelopes with an adhesive for sealing, hand-made envelopes, envelopes with air inside, envelopes with creases or fold marks, torn or damaged envelopes
- Envelopes with an incorrectly aligned corner gluing position on the back cannot be used as creasing may result.
- Print quality is not guaranteed in the area 10 mm or 13/32" around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than 3 layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.



Fusing unit pressure adjusting levers

In some cases damage to the envelopes, colour deviations, or smudging may occur even if envelopes within the specifications are used. This problem may be alleviated by shifting the fusing unit pressure adjusting levers from their "normal pressure position" to the "lower pressure position". Follow the procedure on the this page.

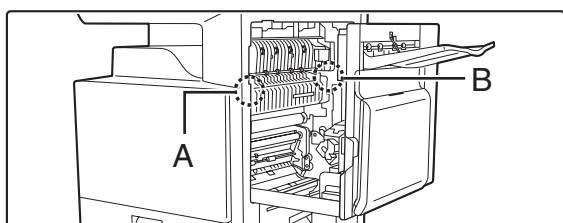
1



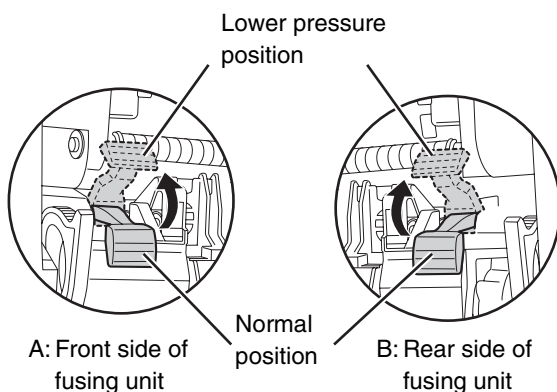
Pull out the right side cover.

While pushing up the open/close lever on the right side cover, gently open the cover.

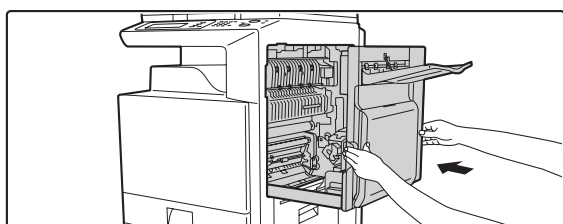
2



Move the fusing unit pressure adjusting levers (two) to the lower pressure position as shown.




3



Close the right side cover.

Caution

The fusing unit is hot. Take care not to burn yourself when operating the fusing unit pressure adjusting levers.

 Be sure to return the levers to the "normal pressure position" before printing or copying on paper other than envelopes. Otherwise, fusing problems, paper misfeeds, or equipment failure may occur.

3 ORIGINALS

This chapter explains how to place originals in the automatic document feeder and on the document glass.

PLACING THE ORIGINAL

PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER

This section explains how to place originals in the automatic document feeder.

Allowed original sizes

Minimum original size	Maximum original size
Standard sizes (minimum size that can be automatically detected) A5: 210 mm (width) x 148 mm (length) 8-1/2" (width) x 5-1/2" (length) Non-standard sizes (minimum size that can be specified manually) 131 mm (width) x 143 mm (length) 5-1/8" (width) x 5-3/4" (length)	Standard sizes (maximum size that can be automatically detected) A3: 297 mm (width) x 420 mm (length) 11" (width) x 17" (length) A3W (12" x 18" size paper) cannot be used. Non-standard sizes (maximum size that can be specified manually) Copy mode: 297 mm (width) x 432 mm (length) In image send mode, up to 297 mm (width) x 800 mm (length) is possible.

When a non-standard size original is placed in copy mode, see "SPECIFYING THE ORIGINAL SIZE" in the Copier Guide.

When a non-standard size original is placed for a fax or scanner transmission, see "SPECIFYING THE SCAN SIZE OF THE ORIGINAL" in the Facsimile Guide or Scanner Guide.

Allowed original weights

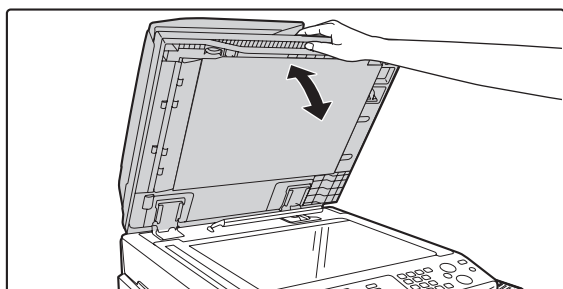
1-sided copying: 35 g/m² to 128 g/m² (9 lbs. to 34 lbs.)

2-sided copying: 50 g/m² to 105 g/m² (15 lbs. to 28 lbs.)

To scan originals from 35 g/m² to 49 g/m² (9 lbs. to 14 lbs.), use "Slow Scan Mode" in the special modes. Scanning without using "Slow Scan Mode" may result in original misfeeds.

When "Slow Scan Mode" is selected, automatic two-sided scanning is not possible.

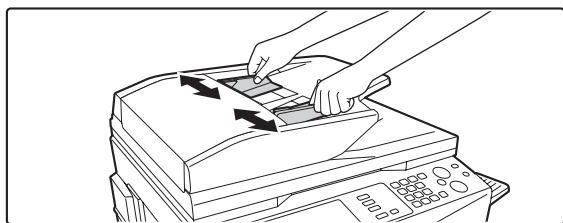
1



Make sure an original does not remain on the document glass.

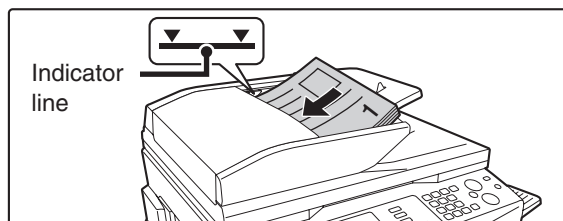
Open the automatic document feeder, make sure that an original is not on the document glass, and then gently close the automatic document feeder.

2



Adjust the original guides to the size of the originals.

3



Place the original.

Make sure the edges of the originals are even.
Insert the originals face up all the way into the document feeder tray.
The stack of originals must not be higher than the indicator line (maximum of 100 sheets).

Mixed size originals (placing different sizes of originals together)

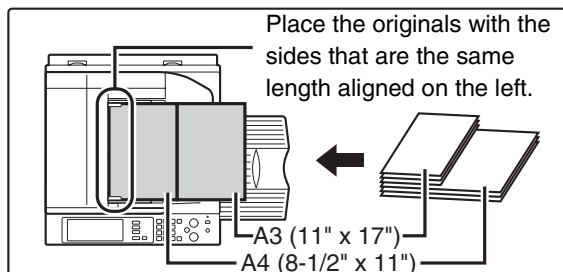
When using the automatic document feeder, originals of different sizes in the range of combinations shown below can be scanned together.

When scanning mixed sizes of originals, be sure to touch the [Mixed Size Original] key in the special modes and select [Same Width] or [Different Width].

The following combinations of original sizes can be used.

When the originals are the same width

Touch the [Mixed Size Original] key in the special modes and select [Same Width].

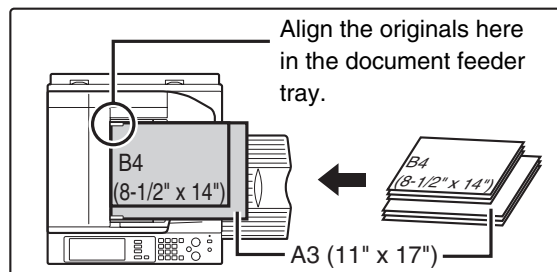


Allowed combinations of sizes

A3 and A4, B4 and B5, A4R and A5 (11" x 17" and 8-1/2" x 11", 8-1/2" x 14" and 8-1/2" x 11"R, 8-1/2" x 14" and 5-1/2" x 8-1/2", 8-1/2" x 13" and 8-1/2" x 11"R, 8-1/2" x 13" and 5-1/2" x 8-1/2", 8-1/2" x 11"R and 5-1/2" x 8-1/2")

When the originals are different widths

Touch the [Mixed Size Original] key in the special modes and select [Different Width].



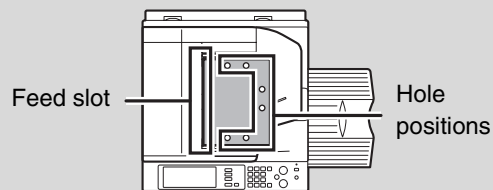
Allowed combinations of sizes

A3 and B4, A3 and B5, A4 and B4, A4 and B5, B4 and A4R, B4 and A5, B5 and A4R, B5 and A5 (11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2")

Combinations of sizes other than the above cannot be used for "Different Width". 2-sided scanning is not possible when "Different Width" is selected.



- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the document feeder or the document glass may be soiled.
- Do not use the following originals. Incorrect original size detection, original misfeeds, and smudges may result.
Transparency film, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot.



PLACING THE ORIGINAL ON THE DOCUMENT GLASS

This section explains how to place the original on the document glass.

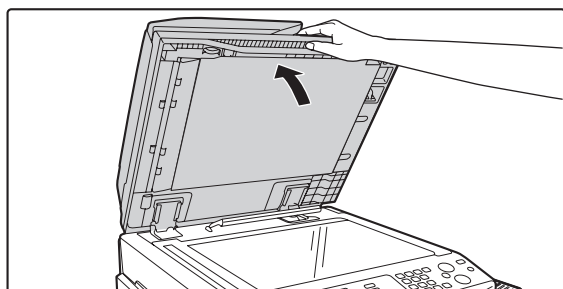
Allowed original sizes

Maximum original size
Standard sizes A3: 297 mm (width) x 420 mm (length) 11" (width) x 17" (length)
Non-standard sizes 297 mm (width) x 432 mm (length)

When a non-standard size original is placed in copy mode, see "SPECIFYING THE ORIGINAL SIZE" in the Copier Guide.

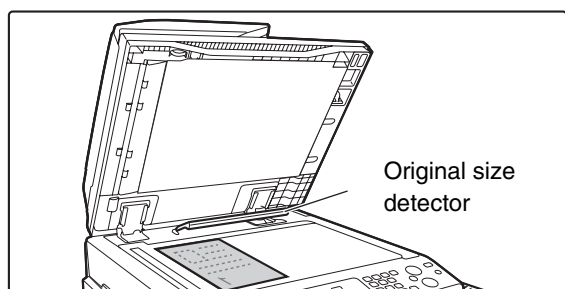
When a non-standard size original is placed for a fax or scanner transmission, see "SPECIFYING THE SCAN SIZE OF THE ORIGINAL" in the Facsimile Guide or Scanner Guide.

1



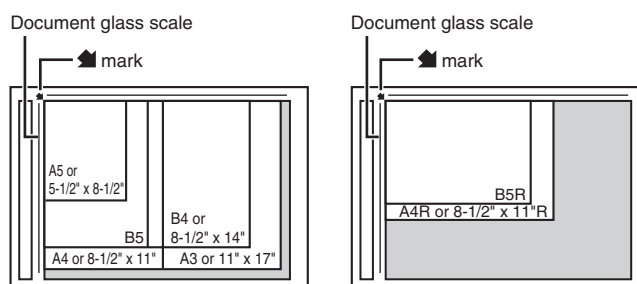
Open the automatic document feeder.

2




Place the original.

Place the original face down in the far left corner of the document glass.



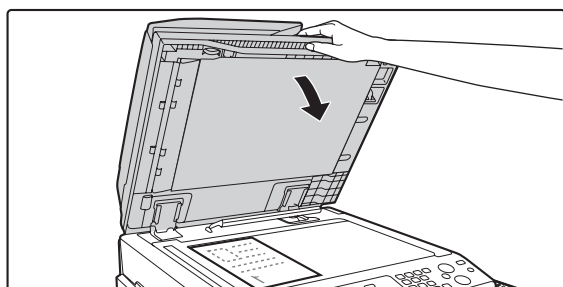
The original should always be placed in the far left corner, regardless of the size.

Align the top left corner of the original with the tip of the  mark.



- Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector and prevent correct detection of the original size.
- If you are placing a small original on the document glass, it is convenient to place a blank sheet of A4 or B5 (8-1/2" x 11" or 5-1/2" x 8-1/2") paper on top of the original.

3



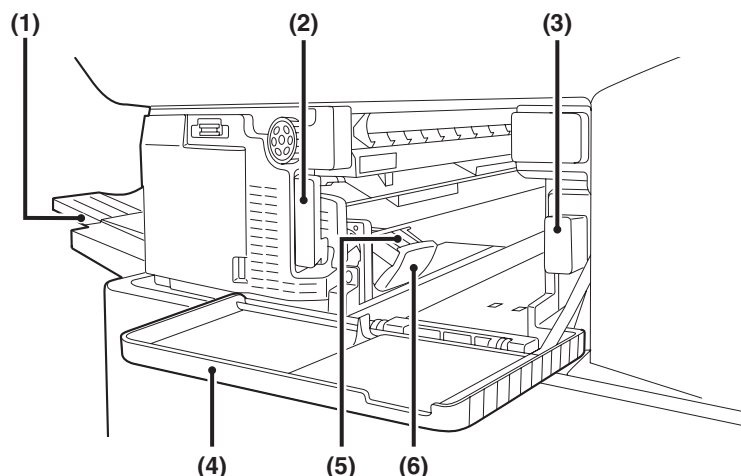
Close the automatic document feeder.

FINISHER

The finisher is equipped with the offset function, which offsets each set of output from the previous set. In addition, each set of sorted output can be stapled. An optional hole punching unit can also be installed to punch holes in output.

PART NAMES

The following parts can be accessed when the finisher is open.



(1) Output tray

Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for large output (A3W, A3, B4, 12" x 18", 11" x 17", 8-1/2" x 14" and 8-1/2" x 13" sizes).

(2) Lever

Use this to move the finisher in order to remove a paper misfeed, replace staples, or remove a staple jam.

(3) Punch waste box (when a punch module is installed)

This holds punch waste.

(4) Front cover

Open this cover to remove a paper misfeed, replace staples, remove a staple jam, or remove the punch scrap case.

(5) Staple case

This holds the staple cartridge. Pull the case out to replace the staple cartridge or remove a staple jam.

(6) Staple case release lever

Use this to remove the staple case.

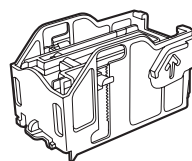


- A finisher and a saddle stitch finisher cannot be installed simultaneously.
- Use caution when you turn on the power and when printing is taking place, as the tray may move up and down.

SUPPLIES

The finisher requires the following staple cartridge:

- Staple cartridge
(approx. 5000 staples per cartridge x 3 cartridges)
MX-SCX1

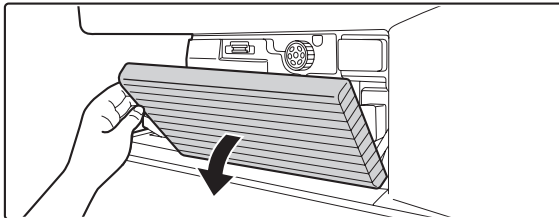


FINISHER MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

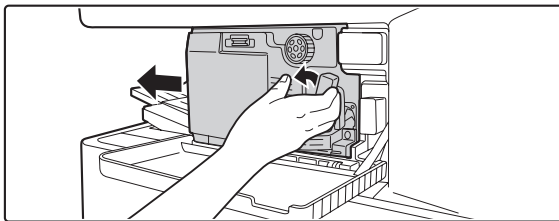
Replacing the staple cartridge

1



Open the cover.

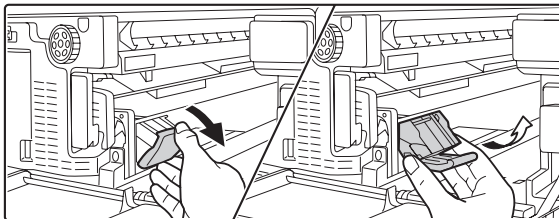
2



While pressing the lever over to the left, slide the finisher to the left until it stops.

Gently slide the finisher until it stops.

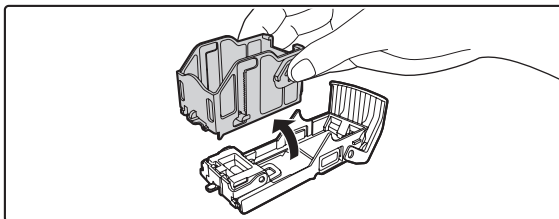
3



Lower the staple case release lever and remove the staple case.

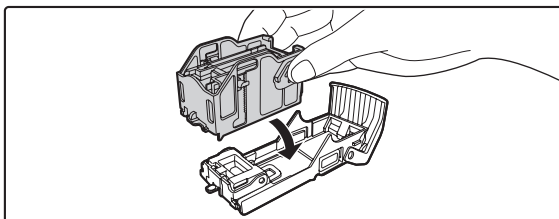
Pull the staple case out to the right.

4



Remove the empty staple cartridge from the staple case.

5



Insert a new staple cartridge into the staple case as shown.

Push the staple cartridge in until it clicks into place.

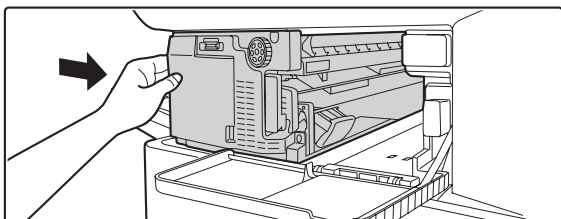
6



Replace the staple case.

Push the staple case in until it clicks into place.

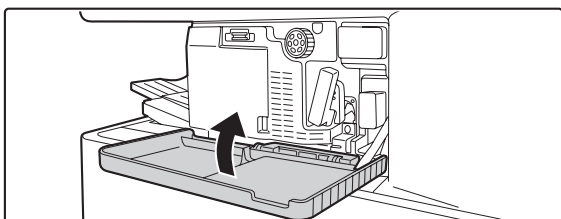
7



Slide the finisher back to the right.

Gently slide the finisher back to the right until it locks into its original position.

8



Close the cover.

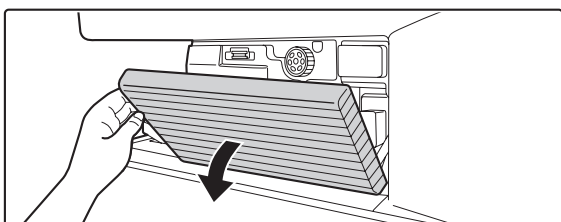


Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

Removing staple jams

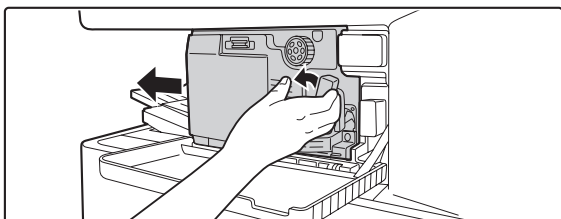
Follow the steps below to remove a staple jam.

1



Open the cover.

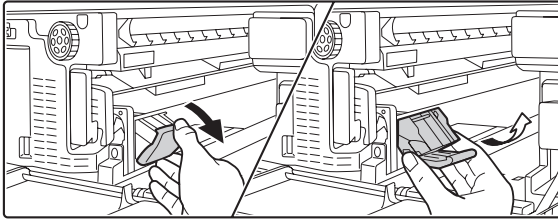
2



While pressing the lever over to the left, slide the finisher to the left until it stops.

Gently slide the finisher until it stops.

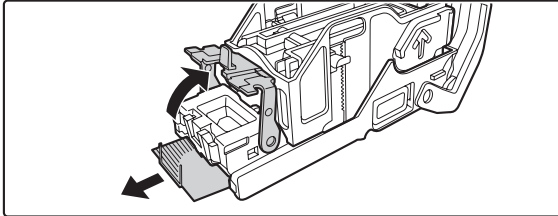
3



Lower the staple case release lever and remove the staple case.

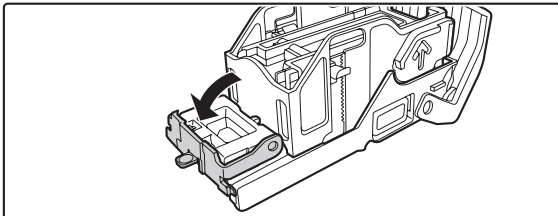
Pull the staple case out to the right.

4



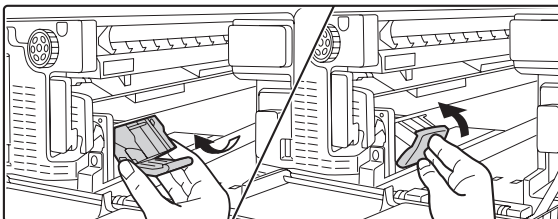
Raise the lever at the front end of the staple case and remove the jammed staple.

5



Lower the lever at the front end of the staple case.

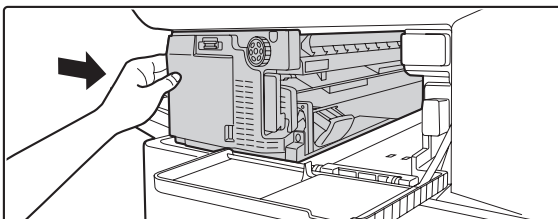
6



Replace the staple case.

Push the staple case in until it clicks into place.

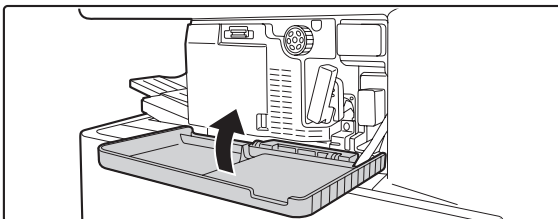
7



Slide the finisher back to the right.

Gently slide the finisher back to the right until it locks into its original position.

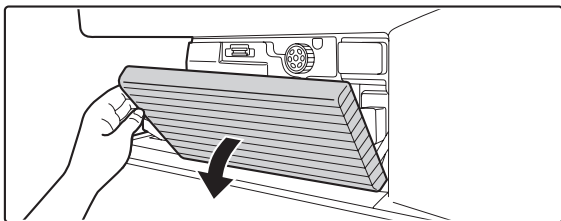
8



Close the cover.

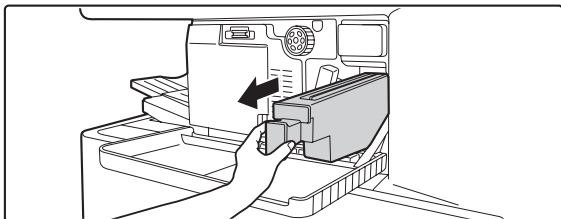
Discarding punch waste (when a punch module is installed)

1



Open the cover.

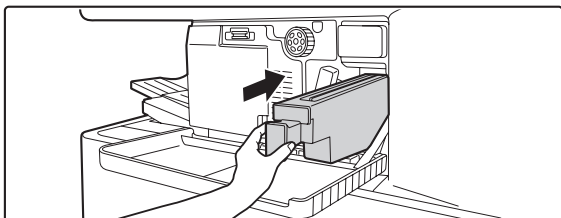
2



Grasp the punch waste box handle, gently pull out the box, and discard the punch waste.

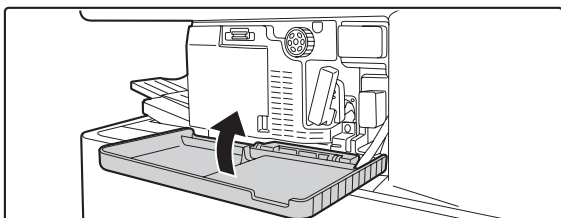
Discard the punch waste in a plastic bag or other container, taking care not to let the waste scatter.

3



Gently push the box back in.

4



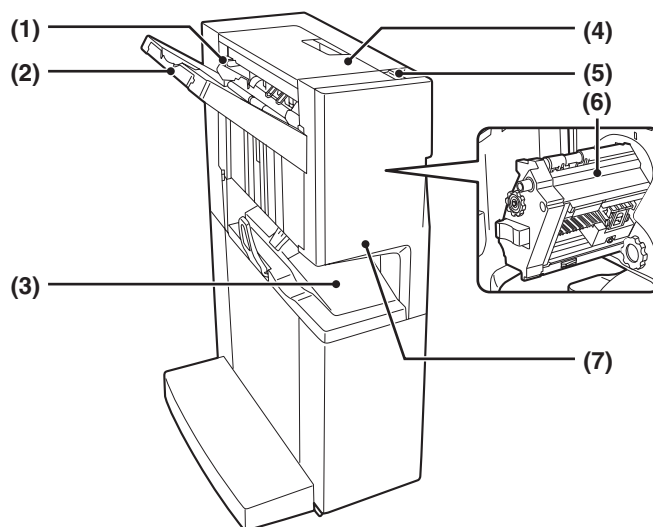
Close the cover.

SADDLE STITCH FINISHER

The saddle stitch finisher is equipped with the offset function that offsets each set of output from the previous set, the staple sort function that staples each set of output, and the saddle stitch function that automatically staples and folds each set of output at the centreline.

An optional hole punching unit can also be installed to punch holes in output.

PART NAMES



(1) Stapler compiler

This temporarily stacks paper to be stapled.

(2) Output tray

Stapled and offset output is delivered to this tray. The tray is slidable. Extend the tray for large output (A3W, A3, B4, 12" x 18", 11" x 17", 8-1/2" x 14" and 8-1/2" x 13" sizes).

(3) Saddle stitch tray

Stapled and folded output is delivered to this tray.

(4) Top cover

Open this cover to remove a paper misfeed.

(5) Lever

To remove a staple jam or paper misfeed, pull this lever and slide the saddle stitch finisher to the left until it stops.

(6) Stapler section

Open the front cover and pull out this section to replace the staple cartridge or remove a staple jam.

(7) Front cover

Open this cover to replace the staple cartridge or remove a staple jam.

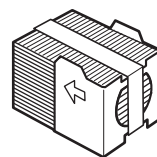


- A paper pass unit is required to install a saddle stitch finisher.
- Do not place heavy objects on the saddle stitch finisher or press down on the saddle stitch finisher.
- Use caution when you turn on the power and when printing is taking place, as the tray may move up and down.
- A saddle stitch finisher and a finisher cannot be installed simultaneously.

SUPPLIES

The saddle stitch finisher requires the following staple cartridge:

- Staple cartridge
(approx. 5000 staples per cartridge x 3 cartridges)
AR-SC2

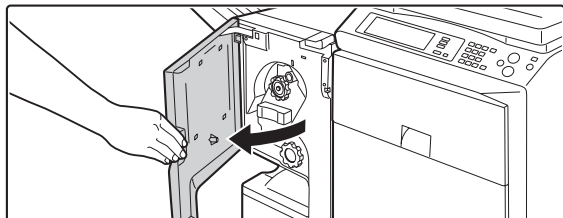


SADDLE STITCH FINISHER MAINTENANCE

When the staple cartridge runs out of staples, a message will appear in the operation panel. Follow the procedure below to replace the staple cartridge.

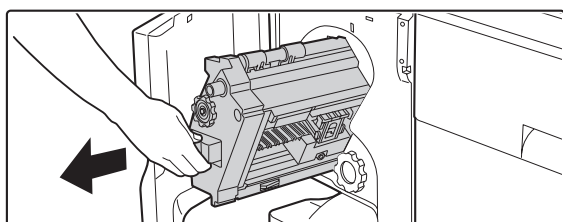
Replacing the staple cartridge

1



Open the front cover.

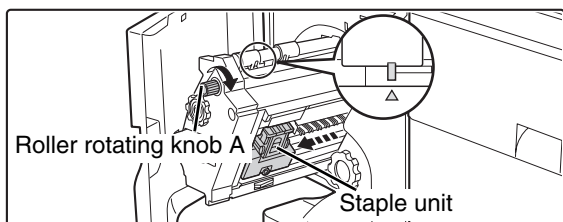
2



Pull out the stapler section.

Pull out until the stapler section until it stops.

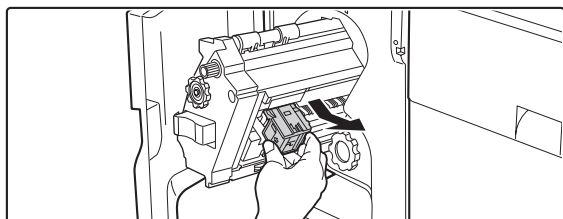
3



Turn roller rotating knob A in the direction of the arrow to move the staple unit out to the front.

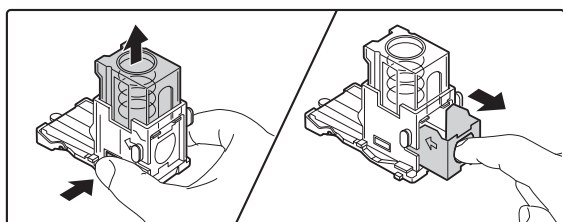
Turn the roller rotating knob as shown until the triangle mark is aligned with the indicator.

4



Remove the empty staple case.

5



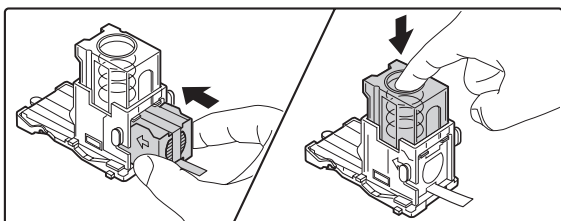
Remove the empty staple cartridge.

Press the lock button to release the staple case cover and then remove the staple cartridge.



When staples remain, the staple cartridge cannot be removed.

6



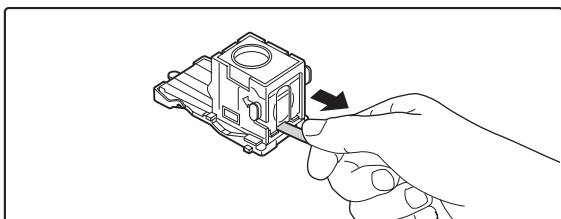
Insert a new staple cartridge into the staple case.

Push the staple cartridge in until it clicks into place.



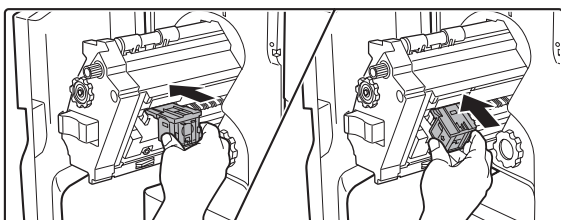
Do not remove the seal from the cartridge before inserting the cartridge into the case.

7



Pull the seal that holds the staples straight out.

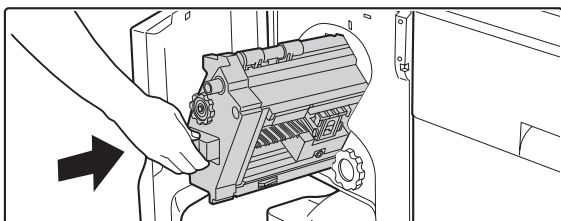
8



Replace the staple case.

Push the staple case in until it clicks into place.

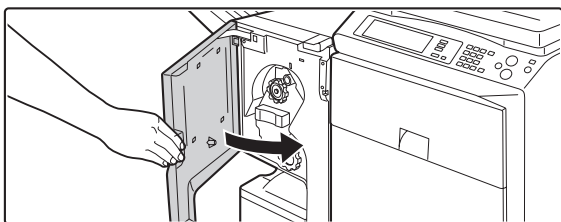
9



Push the stapler section back in.

Push the stapler section back in until it locks into its original position.

10



Close the front cover.

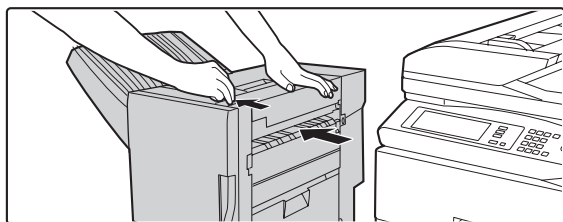


Make a test print or copy in staple sort mode to verify that stapling takes place correctly.

Removing staple jams

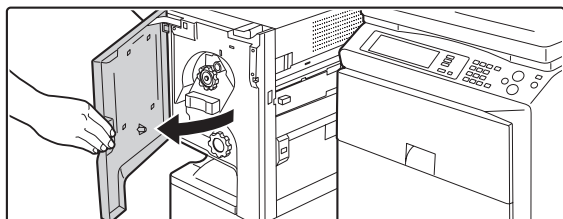
Follow the steps below to remove a staple jam.

1



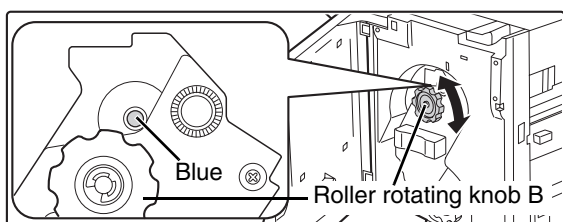
While pulling the lever, slide the saddle stitch finisher to the left until it stops.

2



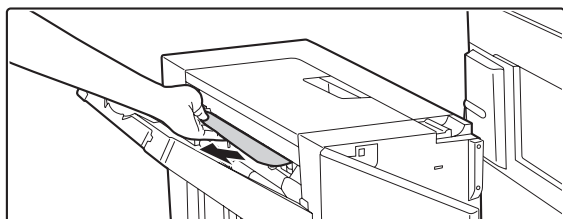
Open the front cover.

3



Turn roller rotating knob B as shown until the blue indicator is visible.

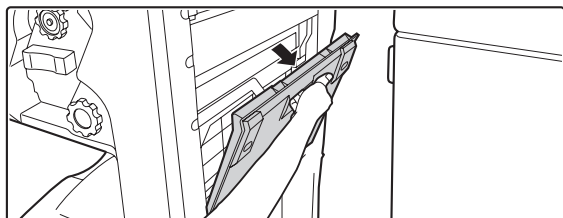
4



Remove any paper from the stapler compiler.

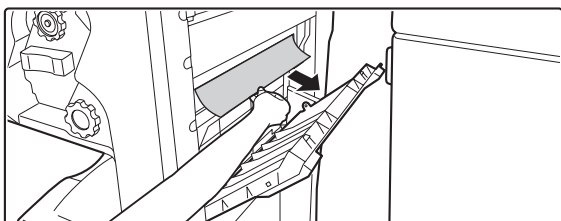
Be careful not to tear the paper during removal.

5



If the saddle stitch function was being used, open the saddle stitch section cover.

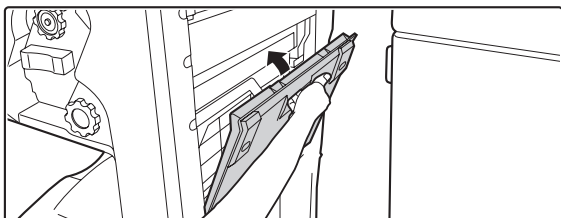
6



Remove the misfed paper.

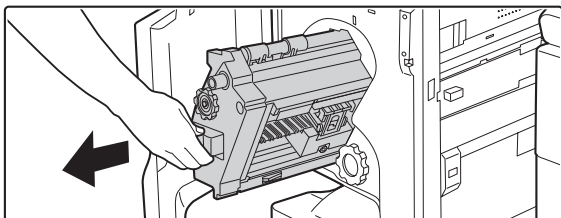
Be careful not to tear the paper during removal.

7



Close the saddle stitch section cover.

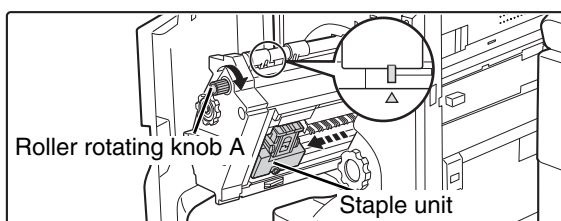
8



Pull out the stapler section.

Pull out until the stapler section until it stops.

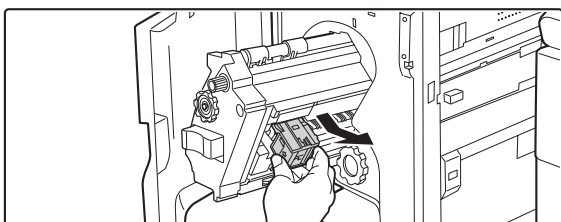
9



Turn roller rotating knob A in the direction of the arrow to move the staple unit out to the front.

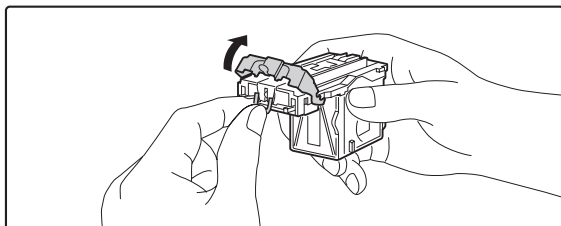
Turn the roller rotating knob until the triangle mark is aligned with the indicator.

10



Remove the staple case.

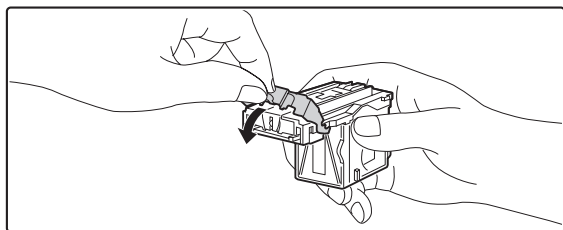
11



Raise the lever at the front end of the staple case and remove the jammed staple.

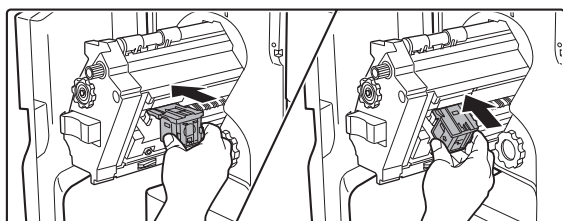
Remove the leading staple if it is bent. If bent staples remain, a staple jam will occur again.

12



Return the lever to its original position.

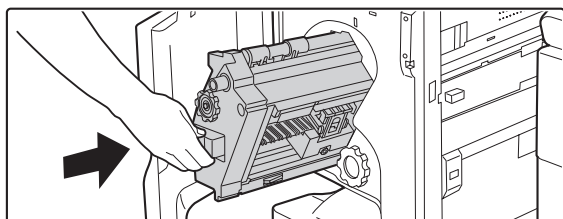
13



Replace the staple case.

Push the staple case in until it clicks into place.

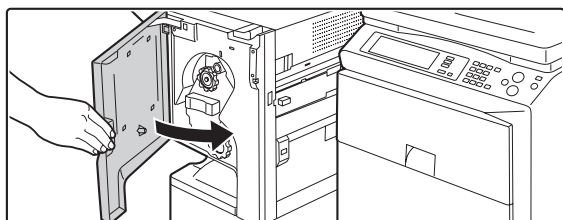
14



Push the stapler section back in.

Push the stapler section back in until it locks into its original position.

15



Close the front cover.

16



Push the saddle stitch finisher back and latch it to the machine.



Make a test print or copy in staple sort mode to verify that stapling takes place correctly.